

CDF PROCEDURE FOR FIRE ALARM MAINTENANCE AND TESTING

This procedure outlines the steps to be taken when maintenance or testing is performed on the CDF fire protection or suppression systems in B0 or the CDF trailers.

It is not intended to be used in emergency situations.

Editorial Hand-Processed Changes Other Than Spelling
Require Department Head Approval

HPC Number	Date	Section Number	Initials
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Approvals:

(CDF Operations Department Co-Head) (Date)

(CDF Department Head) (Date)

(Fire Systems Maintenance Supervisor) (Date)

(Fire Chief) (Date)

1.0 Controlled Copies of this procedure.

Copies of this procedure are located in :

1. CDF Department Office
2. The CDF web page at
<http://www-cdf.fnal.gov/cdfsafecdfproclist.html>
3. Inside of the CDF Fenwal bypass key box

All other copies will be marked, " INFORMATIONAL COPY ONLY "

2.0 The Procedure.

The lead person who will be doing the work on the CDF fire detection and suppression system must execute this procedure and associated check list whenever any of the following situations occur.

- A. Any maintenance or testing will be performed on the system.
 - B. Any portion of the system is bypassed.
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- 1. Permission to work on the system must be obtained from the CDF Operations Department Assistant Head (Ex.4575) or the CDF Operations Manager (2080) or their designee. The CDF Operations Department Assistant Head (Ex.4575) or the CDF Department Operations Manager or their designee must sign off on item three (3) of the checklist.
 - 2. The CDF Operations Department Assistant Head (Ex.4575) or the CDF Department Operations Manager or their designee will bypass the experimental power shunt trip system if appropriate. Item four (4) of the checklist must be signed by the above. See section #8 for a list of designees.
 - 3. The CDF SAD (Safety Assessment Document) requires that a fire watch must be in effect if the fire detection and suppression system is not in service. The people who are doing work on the system can be considered as part of the fire watch as long as they remain in the building. If they leave the building and the system is not fully operational the CDF Operations Department Assistant Head (Ex.4575) or the CDF Department Operations Manager or their designee must be informed. Item five (5) of the checklist must be signed.
 - 4. The person who will be doing the work on the CDF fire detection and suppression system will be responsible for notifying the Fermilab dispatcher (EX. 3414), CDF Alarms Coordinator (Ex. 2080) and anyone else who is normally notified, that work will be done on the system and that alarms should be ignored. This person must initial the items in six (6) of the checklist
 - 5. When work is completed, the person who performed the work must notify the CDF Operations Department Assistant Head (Ex.4575) or the CDF Department Operations Manager or their designee and all others that were notified in step 4 that the system is now operational and initial the items in seven (7) of the checklist sheet.

6. The person who has performed the work must sign item eight (8) of the checklist sheet. It states that all work is complete and that the system is operational.
7. The CDF Operations Department Assistant Head (Ex.4575) or the CDF Department Operations Manager or their designee will check main control panel # 535 located in the second floor counting room and insure that all LED's are green and sign item nine (9) on the checklist sheet.
8. The CDF Operations Department Assistant Head (Ex.4575) or the CDF Department Operations Manager or their designee will enable the experimental power shunt trip system and sign item ten (10) on the checklist sheet.
9. The signed checklist must be returned to The CDF Operations Department Assistant Head or his designee. It is his the responsibility to distribute copies of the checklist as follows:
 - A. The original is placed in the CDF department office copy of this procedure.
 - B. A copy is placed in the CDF log book. Located in the 2nd. floor control room.
 - C. A copy to be sent to the Fire System Maintenance Office. MS #214

3.0 Checklist

1. Date.

2. Brief description of work.

3. Authorization is given to work on the CDF fire alarm and suppression system.

(The CDF Operations Department Assistant Head (Ex.4575) or the CDF Department Operations Manager or their designee.)

4. Experimental power shunt trip bypassed.

Yes _____

No _____

(The CDF Operations Department Assistant Head (Ex.4575) or the CDF Department Operations Manager or their designee.)

5. A fire watch is in effect.

(Name of person accepting responsibility for the fire watch. F.D. / Fire Tech.)

6. The following people have been notified the work is being done and alarms should be ignored.

Dispatcher (3414) _____

CDF Control Room (2080) _____

Main Control Room (3721) _____

7. The following people have been notified that the system is in service and on line and testing is complete.

CDF Operations Department Assistant Head (Ex.4575) or the CDF Department Operations Manager or their designee.

Dispatcher (3414) _____

CDF Control Room (2080) _____

Main Control Room (3721) _____

8. All work is complete and the system is operational.

(Name of person who has performed work)

9. All Status indicator LED's on main control panel # 535 located in the second floor counting room are green.

(The CDF Operations Department Assistant Head (Ex.4575) or the CDF Department Operations Manager.)

10. The experimental power shunt trip system is enabled.

(The CDF Operations Department Assistant Head (Ex.4575) or the CDF Department Operations Manager.)

4.0 Deviations from the Procedure

In the absence of the CDF Operations Department Assistant Head (Ex.4575) or the CDF Department Operations Manager or clearly defined designee, the CDF Department Head or Deputy Department Head may assume this role.

5.0 Required Training and Authorized Training Personnel.

Training consists of reading this procedure.

6.0 Training Materials.

Section 2.0 of this procedure.

7.0 List of Trained People for this procedure.

Eventually the list may reside in a lab-wide database.

At this time it will only consist of Fermilab Fire Department and Fire Systems Maintenance Personnel.

8.0 References and Supporting Documentation.

List of designees for:

CDF Operations Department Assistant Head

Keith Schuh PH # 4575

Craig Olson PH# 8613

Department Operations Managers.

Department Operations Manager

Steve Hahn PH # 2123 - Long Range Pg. # 314-4862

Rob Roser PH # 5006